

To: **Mayor and City Council**
Through: **Ryan Schroeder, City Manager**
From: **Debra Gieseke, Human Resources Director**
Date: **January 13, 2020**

2020-2021 General Services Pay Plan Amendment

BACKGROUND INFORMATION:

The updated General Services Salary and Hourly Pay Plans include the 2021 COLA adjustments based on the agreed to 2.75% increase.

In addition to the above, we are recommending the amendment of the following positions:

1. Assistant CDD/City Planner role. Proposed Title: City Planner. This position will continue to focus on the planning aspect of the role with the removal of the Economic Development aspects. These tasks will be absorbed by the Community and Economic Development Director. The proposed salary range is included in the Salary Pay Plan to reflect this change.
2. Community Development Coordinator role. Proposed Title: Administrative Specialist. This position will support the department's administrative needs as well as perform the Recorder duties during ED meetings and report to the City Planner. The salary range is included in the General Services Hourly Pay Plan.
3. Rental & Code Inspector. Changed to Housing & Code Inspector. Title change only.

The following are proposed deletions to the current positions available:

- Community Development Coordinator II
- Building Permit Clerk
- Civil Engineer
- Code Enforcement Officer
- Accounting Technician

FISCAL IMPACT: This will have a positive impact on the 2020 budget.

STAFF RECOMMENDATION:

We recommend the approval of the amended jobs and the attached General Services Salary and Hourly Pay Plans.